

**SLIS 25<sup>th</sup> Anniversary Event Planning Meeting**  
**August 16, 2006**

Barrie Howard, SLIS Alumni Board President, Kathy Kelly (SLIS Alumni Board interim secretary/Events chair), Marion Gosney, CUA Director of Alumni Relations, Kathy Ennis (CUA Development Director), and Marty Hale (SLIS Dean) met at Mayorga Coffee in Silver Spring to discuss progress since an August 2<sup>nd</sup> meeting which Barrie, Kathy Kelly, Marion, and Kathy Ennis had held at the same location. Marion Gosney brought samples of the draft save the date flyer her office had prepared for the upcoming Oct. 14<sup>th</sup> Afternoon Tea at the O Street Mansion, the site of the SLIS 25<sup>th</sup> anniversary event. All agreed that several pieces of information would need to be added for the official email announcement: a \$45 attendance price, a statement that “your attendance benefits the Elizabeth Stone Scholarship Fund”, and more complete instructions about options for payment.

It was agreed that there would be an Oct. 9<sup>th</sup> cut off date for registration for the tea.

It was also agreed that tea sandwiches would be dropped from the O Street Mansion menu, and that cookies would be dropped if it saved on per-attendee cost.

Marion Gosney noted that it would take about 7 weeks to get a program through preparation and printing at Public Affairs, and Kathy Kelly agreed to move up the date by which she had planned to have the finished program ready for submission.

Kathy Ennis mentioned the Development Office would send out paper invitations to those SLIS Alumni living in the area for whom her office has no email addresses. Marion noted her office would pick up the cost of that mailing.

Barrie Howard reviewed the results of the online survey he had posted on the SLIS Alum listserv about proposed prices for the tea. At least 41 respondents had expressed willingness to pay up to \$50 to attend.

Kathy Kelly noted they would soon need to move forward with details on the award to be presented to a designee of Dr. Mathilde Rovelstad. Marion mentioned the university often uses Washington Trophy to make up plaques for such events. Marty Hale provided Kathy with contact info for Dr. Rovelstad and Mary June Roggenbuck.

Kathy Kelly provided Dr. Ingrid Hsieh-Yee’s list of former faculty names to Kathy Ennis, whose office would work on locating their contact info, so they could be invited to the tea and polled about significant events which they might like to recommend for the historic timeline planned for inclusion in the program.

Kathy also indicated she’d be doing research in SLIS records at the University Archives, where the Photo Archivist had already located and digitized photos of Drs. Stone, Rovelstad, and Roggenbuck for use in the program.

Marion Gosney noted that Alumni Relations could take phone calls, emails and mail to register for the tea, and could accept checks or credit cards. She or Kathy Ennis will call CPIT so that their email addresses can be added to the recipients of emails going to the special [SLIS-hightea@cua.edu](mailto:SLIS-hightea@cua.edu) address. However, it was agreed that corporate sponsors of the tea and non-attendees who wish to donate to the Elizabeth Stone Scholarship Fund would send their contributions to the Development Office (rather than Alumni Relations).

So attendees will make checks to CUA with SLIS Tea on the memo line, and send to Alumni Relations Office. Corporate sponsors make checks out the same way, but send to Development Office. Non-attendees wishing to contribute to the Stone Fund will make checks to CUA with "Elizabeth Stone Scholarship" on the memo line, and send to the Development Office.

Kathy Ennis will send the final event email to Kathy Kelly and Barrie, who will make sure it goes out on the SLIS Student and Alumni listserves, to current faculty, adjuncts and staff, to former faculty, and to others who should be invited.

Marion Gosney noted she'd attend the August 30<sup>th</sup> SLIS Board meeting, in which a status report on the tea would be presented.